

~~R-E-S-T-R-I-C-T-E-D~~  
Security Information

OTR

OFFICE OF TRAINING REGULATION NO. 5-1

26 March 1952

SUBJECT: OTR REGULATION AND NOTICE SERIES

1. This Regulation is the first of a new, coded series designed 1) to standardize procedures and policies throughout OTR, 2) to provide easy reference to official instructions, 3) to simplify the revision or rescission of procedures and policies, and 4) to reduce the volume of instructional memoranda to a minimum.

2. As established by CIA Regulations, the following classifications will be used for OTR Regulations:

25X1A

General
Security
Personnel
Training
Fiscal
Service
Procurement
Operation
Liaison
Organization and Assignments
Budget
Communication
Medical
Correspondence and Procedures

3. Within each category the Regulations will be numbered in sequence of issuance. Major changes will be made by rescinding the original instruction and issuing a completely new Regulation using the original number. Minor changes will be made by amending the original Regulation in the form of a supplement, e. g., 10-1/1.

4. A separate OTR Notice series will be used for items of an unofficial, informational, or temporary nature. These Notices will be numbered consecutively as issued during each calendar year.

5. The Regulation and Notice series are intended for the use of the Director and the Deputy Directors of Training as a means of establishing policy or procedures or disseminating information having general effect throughout OTR or having specific application to TRS or TRG. Instructions pertaining to a specific Division or subordinate unit thereof should be transmitted by memorandum from the Deputy Director directly to the unit

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concerned. Regulations and Notices of a policy making nature will be prepared for the signature of the Director of Training or the Deputy Director concerned. Items of a non-policy nature may be signed by Division or Staff personnel specifically designated. The Chief, Support Staff, OTR, will coordinate the preparation and distribution of all Regulations and Notices.

6. The security classification of each issuance will be determined by the signing official based on the information contained therein. However, the classification may not be less than Restricted.

7. The signing official will be responsible for determining the distribution of each Regulation and Notice based on operational requirements. Regulations and Notices which are intended for distribution specifically to TRG or TRS will be identified by placing the appropriate office abbreviation in parentheses after the issuance number. As an additional distinction, they will be reproduced on colored paper: TRG, yellow; TRS, pink, as distinguished from white for OTR. Organizational distribution will be indicated at the end of each issuance.

8. The Chiefs of organizational units down to Section level will be responsible for maintaining complete files of applicable Regulations and Notices as a reference manual for personnel in their units.

9. Existing written and verbal policies and procedures will continue in effect until modified or rescinded by an OTR Regulation or Notice.

  
MATTHEW BAIRD  
Director of Training

25X1A

Distribution: ALL OTR PERSONNEL

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